

TO

U.S. DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
Washington, DC 20250

## PROCEDURE NOTICE

<b>MANUAL</b> WSDC	<b>ISSUE No.</b> 322
<b>DATE</b> August 16, 2000	
<b>DISTRIBUTION CODE</b>	
"W"	NATIONAL OFFICE
"S"	STATE OFFICES
"D"	AREA OFFICES
"C"	LOCAL OFFICES
"P"	EMPLOYMENT OFFICES

### RD MANUAL CHANGES

INSERT RD INS 440.1  
(WSDC)

INTEREST RATES, AMORTIZATION,  
GUARANTEE FEE, ANNUAL CHARGE, AND  
FIXED PERIOD. This Instruction is  
partially revised as follows:

Exhibit B partially revised to update various program interest rates and  
the 90-Day Treasury Bill Rate, effective August 1, 2000; and

Exhibit L partially revised to include the August 1, 2000, rate.

#### REMOVE

Exhibit B:  
Pages 1 & 2 (Rev 37) and  
3 & 4 (Rev 11); and  
Exhibit L: Page 3 (Rev 14).

#### INSERT

Exhibit B:  
Pages 1 & 2 (Rev 38) and  
3 & 4 (Rev 12); and  
Exhibit L: Page 3 (Rev 15).

INSERT RD INS 2000-MMM  
(WSDC)

MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF AGRICULTURE RURAL  
DEVELOPMENT MISSION AREA AND THE

EXPORT-IMPORT BANK OF THE UNITED STATES. This Instruction is revised to  
correct section numbers and Exhibit A, Attachment I is partially revised to  
correct the telephone and fax numbers for the Michigan State Office.

#### REMOVE

Page 1; and  
Exhibit A, Attachment I:  
Page 1 & 2.

#### INSERT

Page 1 revised 08-16-00; and  
Exhibit A, Attachment I:  
Pages 1 & 2 (Rev 1).

### RD HANDBOOK CHANGE

INSERT RD HB-2-3550  
(WSDC)

DIRECT SINGLE FAMILY HOUSING LOANS  
AND GRANTS CENTRALIZED SERVICING  
CENTER (CSC) HANDBOOK. Chapter 4,

Section 1, Paragraph 4.6 C. is revised to change the requirement for CSC to  
conduct in-depth reviews of borrower income on a random basis from 5  
percent to 1 percent of renewals.

#### REMOVE

Chapter 4 dated 05-27-98:  
Pages 4-11 & 4-12 revised 03-29-00.

#### INSERT

Chapter 4 dated 05-27-98:  
Pages 4-11 & 4-12 revised 08-16-00.

(OVER)

## FORMS

NOTICE  
(WSDC)

The following forms are available on the Rural Development Instructions home page (<http://rdinit.usda.gov/regs>).

No paper copy distribution of these Forms will be made and they will no longer be stocked in the warehouse. Existing supplies may be used until exhausted.

FORMSTITLE400 SERIES

402-1 (Rev. 6-97)  
440-34 (Rev. 6-97)

Deposit Agreement  
Option to Purchase Real Property

1900 SERIES

1910-5 (Rev. 6-99)  
1924-6 (Rev. 8-93)  
1940-20 (Rev. 6-99)  
1944-60 (Rev. 4-98)  
1955-45 (Rev. 6-97)

Request for Verification of Employment  
Construction Contract  
Request for Environmental Information  
Landlord's Verification  
Standard Sales Contract

## FORMS

## REPLACEMENT

RD 1927-1 OK  
(W; SDC in Oklahoma)

REAL ESTATE MORTGAGE FOR OKLAHOMA  
revised 6-99. Prescribed in RD  
Instruction 1927-B. The Form is

revised to correct improper margins. Supplies dated prior to the revision date will be disposed of or recycled. This form is available in the Oklahoma State Office.

RD 1980-11  
(WSDC)

GUARANTEED RURAL HOUSING LENDER  
RECORD CHANGE revised 07-00.  
Prescribed in RD Instruction 1980-D.

The Form and FMI are revised to update Agency references according to the reorganization. The Form was also revised to improve the completion of the form and thereby improving the Finance Office input of data into the system from the form. The instructions to complete the form were also clarified and taken off the front of the form and placed on the rear of the form. Supplies dated prior to the revision date will be disposed of or recycled. This form is available on the Rural Development Instructions home page (<http://rdinit.usda.gov/regs>). No paper copy distribution of this form will be made and it will no longer be stocked in the warehouse.

REMOVE

FMI dated 06-21-95.

INSERT

FMI revised 08-16-00.

## FORMS

## REPLACEMENT (CON.)

RD 1980-19

(WSDC)

## GUARANTEED LOAN CLOSING REPORT

revised 6-00. Prescribed in RD

Instructions 1951-B, 1980-D and E,

and 4279-B; RUS Transferred Instruction 1980-A; and FSA Handbook 2-FLP. The Form and FMI are revised to reflect changes that were inadvertently omitted. Supplies dated prior to the revision date will be disposed of or recycled. This form is available on the Rural Development Instructions home page (<http://rdinit.usda.gov/regs>). No paper copy distribution of this form will be made and it will no longer be stocked in the warehouse.

REMOVE

FMI dated 04-19-00.

INSERT

FMI revised 08-16-00.

RD 3550-1

(WSDC)

## AUTHORIZATION TO RELEASE INFORMATION

revised 7-00. Prescribed in RD

Handbooks 3550. The Form and FMI are

revised to correct a typographical error. Supplies dated prior to the revision date will be disposed of or recycled. This form is available on the Rural Development Instructions home page (<http://rdinit.usda.gov/regs>). No paper copy distribution of this form will be made and it will no longer be stocked in the warehouse.

REMOVE

FMI dated 07-12-00:

Pages 1 &amp; 2.

INSERT

FMI dated 07-12-00:

Pages 1 &amp; 2 revised 08-16-00.

RD 3550-14 MT

(W; SDC in Montana)

## REAL ESTATE MORTGAGE FOR MONTANA

revised 4-00. Prescribed in RD

Instruction 1927-B. This Form is

revised to update Agency references according to the reorganization. Supplies dated prior to the revision date will be disposed of or recycled. This form is available in the Montana State Office.

RD 3550-14 SD

(W; SDC in South Dakota)

## MORTGAGE FOR SOUTH DAKOTA revised

8-00. Prescribed in RD Instruction

1927-B. The Form is revised to

update Agency references according to the reorganization. Supplies dated prior to the revision date will be disposed of or recycled. This form will be available in the South Dakota State Office during the week of 08-28-00.

NO SPECIAL PROCEDURE NOTICES RELEASED.ADMINISTRATIVE NOTICES RELEASED:

(See attachment to PN.)